



<b>第 2 部</b> <b>Part 2</b>	<b>聲明</b> <b>Declaration</b>	(此部分須由申請人填寫及簽署) (This part must be completed and signed by the Applicant)
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本人現遵照《升降機及自動梯條例》(第 618 章)第 56(1)(b)條，為上述自動梯申請准用證。附上由註冊自動梯工程師簽發的安全證書(本表格附件 1)及在《升降機工程及自動梯工程實務守則》中規定的所需文件(如適用)。

In accordance with section 56(1)(b) of the Lifts and Escalators Ordinance, Chapter 618, I would like to apply for a Use Permit for the above-mentioned escalator. A safety certificate (Annex 1 of this Form) issued by a registered escalator engineer and all the necessary documents as stipulated in the Code of Practice for Lift Works and Escalator Works, where applicable, are enclosed.

上述自動梯屬:

The above-mentioned escalator is:

- 私人(包括業主立案法團)所擁有。  
privately owned (with owners corporation).
- 私人(不包括業主立案法團)所擁有。  
privately owned (without owners corporation).
- 政府所擁有。  
Government owned.
- 房屋委員會所擁有。  
Housing Authority owned.
- 其他 (請註明): \_\_\_\_\_  
Others (Please specify): \_\_\_\_\_

\_\_\_\_\_  
 申請人簽署  
 Signature of the Applicant

\_\_\_\_\_  
 日期  
 Date

## 表格 LE12 備註

1. 本表格的申請人是指僱用或安排註冊自動梯工程師進行定期檢驗的自動梯的負責人或其代表。
2. 申請人須確保其委托的註冊自動梯工程師已填妥夾附於本表格(表格LE12)的安全證書(附件1)及在證書上簽署，以證明有關自動梯及其所有相聯設備或機械處於安全操作狀態。請注意，註冊自動梯工程師發出的安全證書的有效日期由完成檢驗的日期起計為期六十天，逾時申請將不會被接納。
3. 申請人須填妥本表格(表格LE12)的第1部和第2部及在表格上簽署。本署會以申請人提供的通訊資料郵寄函件與申請人聯絡。如果填報的資料有任何變更，請以書面通知本署及註明自動梯的地點編號，以便本署更新有關通訊資料。
4. 如果申請獲批，機電工程署會於收到申請表後的十三個工作天內發出准用證，並會將准用證及編號收據(適用於以郵寄方式提出的申請)以掛號形式寄給申請人，同時會將由註冊自動梯工程師發出的安全證書一併退回。
5. 自動梯的負責人須將有效的准用證展示於自動梯出入口旁的顯眼位置。
6. 自動梯的負責人應預早向機電工程署提出申請，以免自動梯因未能取得有效的准用證而被停用。如果有關檢驗於上一份准用證的屆滿日期結束前的兩個月內完成，准用證的有效日期會於上一份准用證的屆滿日期後計算，延續6個月。如果該檢驗於其他時間完成，則該准用證的有效日期會在完成檢驗的日期翌日起計，為期6個月。

## NOTES TO FORM LE12

1. The Applicant of this Form means the responsible person for the escalator, who employs or arranges the registered escalator engineer to carry out the examination, or his/her representative.
2. The Applicant must ensure that the appointed registered escalator engineer completes and signs the safety certificate in Annex 1 of this Form (Form LE12) to certify that the escalator and all its associated equipment or machinery are in safe working order. Please note that the validity period of the safety certificate issued by a registered escalator engineer lasts for 60 days counting from the date of completion of the examination. Late application will not be accepted.
3. The Applicant must complete and sign Part 1 and 2 of this Form (Form LE12). This Department will correspond with the Applicant making use of the contact details provided by the Applicant. If there is any change to the correspondence address, the Applicant should notify this Department in writing and clearly state the escalator location ID for updating the contact details.
4. If the application is approved, this Department will issue a Use Permit and a serially numbered receipt (applicable for an application made by post) to the Applicant by a registered post within 13 working days of receipt of the application. The safety certificate issued by the registered escalator engineer will be returned to the Applicant at the same time.
5. The responsible person for the escalator must display the valid Use Permit in a conspicuous position adjacent to a landing of the escalator.
6. The responsible person should apply to the Director of Electrical and Mechanical Services Department for a Use Permit in advance in order to avoid suspension of the escalator services due to the expiration of the Use Permit. If the examination of the escalator is completed by a registered escalator engineer on a date within the period of 2 months ending on the date of expiry of the preceding Use Permit, the Use Permit will be valid until the 6-month period beginning on the date immediately after the date of expiry of the preceding use permit. If the examination of the escalator is completed at another time, the validity of the Use Permit, lasting for 6-month, will count from the first day after the completion of the examination.



<b>附件 1</b> <b>Annex 1</b>	<b>安全證書</b> <b>Safety Certificate</b>	(此部分須由註冊自動梯工程師填寫及簽署) (This part must be completed and signed by a registered escalator engineer)
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自動梯地點編號:  
Escalator Location ID.: 

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*(請填寫自動梯的中文及英文地址 Please provide the escalator address in Chinese and English)*

裝置於 \_\_\_\_\_ 之第 \_\_\_\_\_ 號自動梯  
Escalator No. \_\_\_\_\_ installed at \_\_\_\_\_

本人 \_\_\_\_\_, 為註冊自動梯工程師(編號 REE \_\_\_\_\_),  
茲證明本人已於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

\* (甲) 按照《升降機及自動梯條例》(第 618 章)第 53 及 54 條之規定, 在上述自動梯無負載的情況下, 完成對該自動梯及其所有相聯設備或機械的徹底檢驗,

\* (乙) 按照《升降機及自動梯條例》(第 618 章)第 53 及 54 條之規定, 在上述自動梯有負載的情況下, 完成對該自動梯及其所有相聯設備或機械的徹底檢驗,

並證明該自動梯及其所有相聯設備或機械處於安全操作狀態。

I, \_\_\_\_\_, registered escalator engineer (No. REE \_\_\_\_\_), have on the \_\_\_\_\_ day of \_\_\_\_\_,

\* (a) completed the thorough examination of the above-mentioned escalator without load and all its associated equipment or machinery in accordance with sections 53 & 54 of the Lifts and Escalators Ordinance, Chapter 618,

\* (b) completed the thorough examination of the above-mentioned escalator with load and all its associated equipment or machinery in accordance with sections 53 & 54 of the Lifts and Escalators Ordinance, Chapter 618,

and certify that the above-mentioned escalator and all its associated equipment or machinery were in safe working order.

本人受聘於承辦上述自動梯保養工程的註冊自動梯承辦商。 是 否  
I am employed by the registered escalator contractor undertaking the maintenance Yes No works of the above mentioned escalator.

上述自動梯已配備:  
The above mentioned escalator is equipped with:

<input type="checkbox"/> 裙板安全裝置	Skirt Panel Safety Device
<input type="checkbox"/> 裙板偏轉裝置(毛刷型)	Skirt Panel Deflector Device (Brush Type)
<input type="checkbox"/> 裙板偏轉裝置(橡膠型)	Skirt Panel Deflector Device (Rubber Type)
<input type="checkbox"/> 防護擋板	Obstruction Guard
<input type="checkbox"/> 緊急止動裝置	Emergency Stop Switch
<input type="checkbox"/> 樓板安全裝置	Landing Floor Plate Safety Device
<input type="checkbox"/> 附加制動器	Auxiliary Brake
<input type="checkbox"/> 梯級下陷安全裝置	Step Sagging Safety Device
<input type="checkbox"/> 梯級缺掉安全裝置	Missing Step Safety Device
<input type="checkbox"/> 以上皆沒有	None of the above

\_\_\_\_\_  
 註冊自動梯工程師簽署  
 Signature of Registered Escalator Engineer

\_\_\_\_\_  
 簽發日期  
 Date of Issue

提供超過 **40** 項網上牌照  
申請服務，包括 ...  
Provide online services for over **40**  
licenses application included

# 網上牌照 申請服務

Online service for  
license application



掃描 QR Code 了解詳情  
Scan QR code for details

註冊電業工程人員  
Registered electrical worker

准用證 (升降機) / (自動梯)  
Use permit (lift / escalator)

註冊氣體裝置技工  
Registered gas installer

強制性能源效益標籤計劃  
Mandatory Energy Efficiency  
Labelling Scheme

申請參與建築物能源效益註冊計劃  
Energy Efficiency Registration  
Scheme for Buildings

淡水冷卻塔計劃  
Fresh Water Cooling Towers Scheme



機電工程署  
EMSD



## 重要通知

任何人士試圖向任何政府人員提供利益 (根據《防止賄賂條例》(第 201 章) 定義), 以影響本申請的結果, 即構成《防止賄賂條例》所訂的罪行, 並導致有關申請無效, 而機電工程署會向廉政公署舉報個案。如任何政府人員或其代理人就本申請向你索取利益, 你應向廉政公署舉報 (電話號碼: 2526 6366)。

## Important Notice

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Cap. 201)) to any government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission Against Corruption. You should report to the ICAC (Telephone No.: 2526 6366) if any government officer or their agent solicits an advantage from you in relation to this application.